



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3-18-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAR 26 1974	Application No. 74-87
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division (Patrol Post)		4. Person to Contact Major Hugh Hardison	
		5. Working Title Commanding Officer	6. Tel. No. 656-6082

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates	9. EXACT SERIES TITLE Patrol Posts' Operation File (AGENCY COMMON STANDARD)
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10. What function performed resulted in creation of this series

The forty-five Georgia State Patrol Posts located over the State act as local Headquarters for troopers. The troopers patrol the roads and highways in the Posts assigned district; arrest traffic violators; investigate accidents; direct traffic; conduct examinations for issuance of drivers' licenses and perform other law enforcement duties.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Documents relate to: operation of a Georgia State Patrol Post.

Records in this series are copies of documents retained by Patrol Posts for reference purposes. The record copy of this series is maintained by Headquarters of the Department of Public Safety.

Included are: See attached sheet

File arranged by subject - See attached sheet.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers				Cu. Ft. of Records
Letter-size File Drawers	534	800	Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)		
Legal-size File Drawers				400				
			By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years	
			AVERAGE DAILY REFERENCES	15	5	2		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? Record copy is in Headquarters in Atlanta. ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 1 (one) years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

In order for the Patrol Posts to operate efficiently these records are needed for reference purposes.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area _____ month(s) / 1 (one) year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(☒ Concur () Nonconcur)

3 Comm. Officer's Signature

(Indicate briefly rationale for recommendations above or write additional remarks):

Files in this series are copies maintained by Patrol Post for reference purpose only. The record copy of documents in the series have equal or longer retention standards and are maintained in Hdqs. of the DPS. (ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division Date	Records Management Officer Date
			<u>Donna Lee Wilson</u> 3-25-74
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <u>[Signature]</u>	Date 3-25-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & Library <u>William M. Higon</u>	Date 3-27-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <u>Carroll Hart</u>	Date 3-27-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <u>Don Stoebe</u>	Date 3-22-74

- I ORDERS AND MEMORANDUMS FILE: Documents relating to Orders and/or Memorandums issued by Headquarters to personnel in Patrol Post: General Orders, Special Orders, Numbered Memorandums, Un-numbered Memorandums, Roster, GPS and GBI, and Annual Leaves and other related documents.
- II CORRESPONDENCE FILE: Documents relating to operating a Patrol Post: Correspondence, Memoranda, and other communications between the Patrol Post and the Treasurer's Office, Staff Services and Troop Commander.
- III REPORTS FILE: Documents relating to activities in Patrol Post: Individual and Post Expense Forms, Credit Voucher for Lost or Stolen Department Property, Inspection and Condemnation Report, Shots Fired Report, Arrests and Warnings by Counties, Telephone Monthly Bill, Troopers Daily & Weekly Activity Report (by the month), Daily Duty Roster (by the month), Daily Gas and Oil Used in Post, Car Report (by the month), Motor Vehicle Monthly Report (by the month), Inspection Record, GPS Garage Work Sheets, Monthly Duty Roster, Examiner's Daily-Weekly Report, Examiner's Monthly Report, Chief Driver's License Examiner Report, Blood Alcohol Report, News Release, Consumption Report of Gas, Oil and Tires, Daily Activity Recap, Radio Logs (by the month), Fatality Reports by Radio/TC-500, Request for Transfer, Leave Request, Uniform, Vehicle Reassignment Record, Log of Vehicles Stopped (by the month), Record of 10-5 Originating at Post, Record of Person 10-5 and 10-59 by Post, Abandoned Vehicle Report, Citation Assignment, Decision of Hearing, and other related documents.
- IV FINANCE FILE: Invoices, Field Purchase Orders, Bills of Sale for Used Tires, and other related documents.
- V REQUISITIONS FILE: Requisitions for new Drivers License Applications, Citation Requisition, Tire Requisition to Vehicle, Tire Requisition for Tires Returned to Headquarters for Adjustment, Requisition Post Supplies, Ammunition Issue from Supply Office, Vehicle Supply Issue for Garage, Individual Clothing and Property Record, Vehicle Property Record, Sock/Tie Requisition, and other related documents.
- VI PROPERTY FILE: Documents relating to property of the Patrol Post: Station Inventory, Memorandum Receipt - Debit and Credit to Post, Mobile Radio Service Reports, Destruction of Surplus Property - Affidavit, and other related documents.
- VII COMPUTER PRINT-OUT FILE: Documents relating to computer generated material: Administrative Messages, LETS Messages, Driver License and Vehicle Registration Inquiries, Hits, Computer Entry Warrant/Wanted Person, Computer Entry Stolen Guns, Computer Entry Stolen Article, Computer Entry Stolen Boats, Computer Entry Stolen Security Bonds, Enforcement Experience by Post, Enforcement Experience by County, Time of Enforcement by Post, Time of Enforcement by County, Post Accident - Enforcement by Road and County, Time Study of Accidents and Moving Hazardous Arrest by Post, Time Study of Accidents and Moving Hazardous Arrest by County, Top 10 Rural Accident Locations, Report of Post Operations, Computer Print-Out Messages (by the month), and other related documents.

VIII REVOCATION AND SUSPENSION FILE: Documents relating to Revocation or Suspension of individual's drivers license: Notice of Clearance, Notice of Disregard, Alphabetical listing of Revocation, Suspensions, Cancellations by Post Area, and other related documents.

IX GEORGIA STATE PATROL CITATIONS FILE: Documents relating to Citations issued to traffic violators, Georgia State Patrol Citations.

Excluded from the disposition standard for the Patrol Posts' Operation File are the following:

Station Log Books which are to be maintained in the Post for current year and two previous years. All other books should be sent to Supply for deposit in the State Archives. Warning Tickets File which are to be maintained in the Post for 6 months, then destroyed. Accident Reports which are to be maintained in the Post for current year and two previous years; then destroyed.